# SBA

U.S. Small Business Administration

# **CAIVRS**

**Credit Alert Interactive Verification Reporting System** 

March 22, 2018 @ 2 p.m. Eastern

For technical assistance, contact the AT&T Helpdesk at 888-796-6118

Thank you!



# **The History Of CAIVRS**

CAIVRS was implemented in 1988 as a Federal Housing Administration (FHA) loan origination aid.

In 1989, the Office of Management and Budget (OMB) mandated that <u>Federal credit agencies</u> prescreen all applicants to assure they were not delinquent on other Federal debt.

In 1990, CAIVRS was expanded to include delinquent Federal borrower data from agencies other than FHA, including the Department of Agriculture, Department of Veterans Affairs, Small Business Administration, Federal Deposit Insurance Corporation, Department of Education and the Department of Justice.

In 2004, CAIVRS became available through the internet.



# Why Use CAIVRS

CAIVRS is used to determine if a loan applicant has a Federal debt that is currently in default or foreclosure or has had a claim paid by the reporting agency within the last three years.

Although CAIVRS may not identify all federal "delinquent debt" or "prior losses," it is a good resource, especially for "delinquent debt." Other sources to identify federal "delinquent debt" and/or "prior losses" include credit bureau reports as well as the borrower's loan application.

You can use CAIVRS for <u>all</u> your SBA loan products.



# Who Is Required To Use CAIVRS

SOP 50 10 5(D), Subpart B, Chapter 2, which became effective October 1, 2011, added the following procedure for delegated 7(a) lenders to follow:

"Delegated lenders are responsible for checking the Credit Alert Verification Reporting System (CAIVRS) to determine if any of the individuals or businesses identified in paragraph (4) immediately above has either a Delinquent Federal Debt or a Prior Loss which would result in the Small Business Applicant being ineligible for SBA financial assistance.

CAIVRS allows the lender to enter multiple tax id numbers (either SSN or EIN) to search for an outstanding Delinquent Federal Debt or Prior Loss in connection with a loan application.

Lenders may obtain general information and instructions for accessing CAIVRS at:

http://portal.hud.gov/hudportal/HUD?src=/program\_offices/housing/sfh/caivrs



## When Do I Use CAIVRS

The following groups are being subject to a CAIVRS review:

"These rules apply to:

- (a) The Small Business Applicant;
- (b) Any business in which an Associate of the Small Business Applicant owned, operated or controlled a business that incurred the Delinquent Federal Debt or caused the Prior Loss;
- (c) Any business controlled by the same person(s) who controls/controlled the business that incurred the Delinquent Federal Debt or caused the Prior Loss;
- (d) Any Associate of the Small Business Applicant who has (or guaranteed) a Delinquent Federal Debt or caused a Prior Loss (either directly or as a guarantor); and
- (e) Any guarantor who has (or guaranteed) a Delinquent Federal Debt or caused a Prior Loss (either directly or as a guarantor)."

The same procedures were added to Subpart C, Chapter 2 for PCLP-CDCs.



## Who Can't Use CAIVRS

#### **Extension to allow lenders to receive CAIVRS access:**

In order to give delegated lenders and PCLP-CDCs enough time to sign up for and include CAIVRS in their approval process, SBA gave delegated lenders and PCLP-CDCs until September 30, 2012, to meet the SOP requirements to use CAIVRS for 7(a) and 504 loans processed under delegated authority. Instructions to sign-up for and use CAIVRS are attached to this notice.

#### **Reminder:**

**Only** SBA approved 7(a) lenders or Certified Development Companies (CDCs) are permitted to sign up for CAIVRS to identify possible delinquent debt associated with their 7(a) or 504 loan applications.

Loan packagers and Lender Service Providers (LSP's) are not recognized as SBA approved lenders and therefore cannot have access to CAIVRS through SBA.



## **How Do I Access CAIVRS**

The only way to access CAIVRS is through an FHA Connection.

If the lender is FHA-approved, they can use CAIVRS for their SBA loans as well. The SOP does not state you have to have a SBA Coordinator, only that you must use CAIVRS. You may have a mortgage or other department that is or has used CAIVRS in the past. If they are willing to be your coordinator, you can register, under them, as a User. FHA-(mortgage registration link) <a href="https://entp.hud.gov/clas/index.cfm">https://entp.hud.gov/clas/index.cfm</a>

**Remember:** If you register under an existing coordinator as a User, you must use the **same** Lender ID and Agency/Program they use. (i.e. HUD-FHA Single Family, USDA Rural Development, etc.).

You would only use the Small Business Administration, as the Agency/Program, if you registered as the coordinator or user, using the Small Business Administration as your Agency/Program.



# **CAIVRS - Not FHA-Approved**

If the lender is not FHA-approved, the following are the steps to register:

#### **Step 1: Coordinator User ID**

First, **identify a "Coordinator**." This person will be responsible for updating the system for other individuals the Lender chooses to give access to CAIVRS. Do not have other users register for a User ID until the Coordinator can successfully process a Prescreening Report.

There must be at least one, but no more than four, coordinators for each lending institution. If the lender has a mortgage department they may have already used 2 of the possible 4 coordinator positions. You must register under the name of the lending institution.

You will need your Lender **EIN number** (tax id) to register for a User ID and password to gain Internet access to CAIVRS. **Do not enter any dashes or spaces in the EIN number.** 

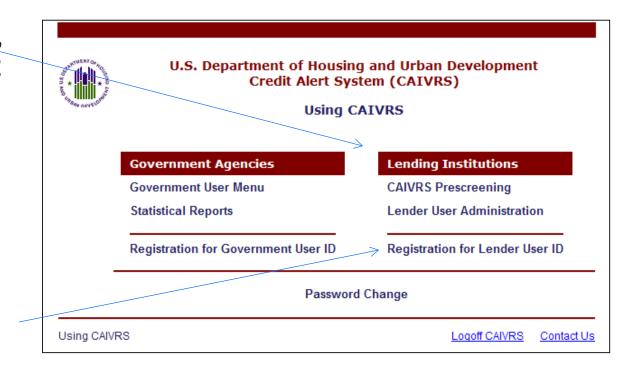


# **Use This Link To Get Started**

Go to <a href="https://entp.hud.gov/caivrs/public/home.html">https://entp.hud.gov/caivrs/public/home.html</a> (This link will direct the reader to the "USING CAIVRS" menu for non-FHA approved lenders.)

- ➤ On the first page, choose "Lending Institutions."
  Do NOT choose "Government Agencies."
- ➤ Select:

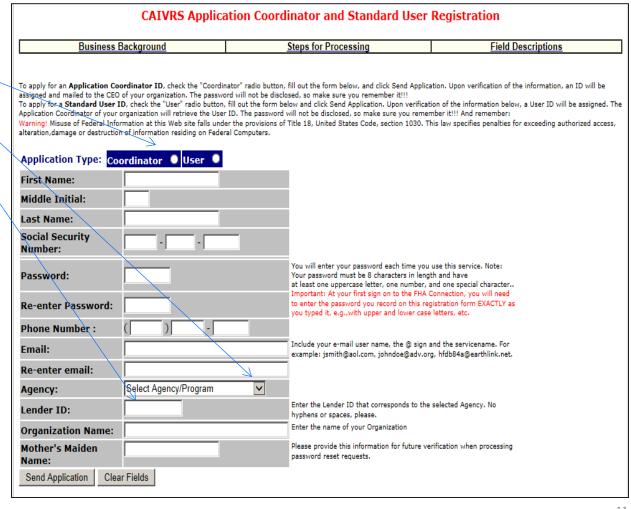
  <u>Registration for</u>
  Lender User ID.





# Follow The Instructions At The Top Of The Page To Obtain A Coordinator's ID.

- Register as a Coordinator. (DO NOT register as both a coordinator and a standard user.)
- ➤ For the Agency/Program field, select Small Business Administration.
- Enter into the "Lender ID field" the Lender's EIN number (tax ID).
- (Do not add dashes, spaces or zeroes to either side of the EIN in an attempt to create a 10 digit number.)
- Your SSN is used by HUD to verify your identify if a User ID is not available .The last six digits are also used as a default to reset your password.
- Your mother's maiden name is used as your security question.





# If The Application Is Not Accepted

If the application is rejected and the message is "Invalid Lender ID or Agency," you may contact kristi.harris@sba.gov. SBA may have to enter information about the Lender into the HUD CAIVRS system database in order for you to proceed further.

Please provide the following information in your e-mail:

- 1. Your name
- 2. Your phone number
- 3. The name of your lending institution
- 4. The address of your main branch and PO Box (if applicable)
- 5. Your main branch EIN number (tax ID)

Note: Please don't send this information in a password protected format.



# If The Application Is Not Accepted

If the application is rejected and the message is "The domain in the email address is not valid".

• HUD suggests trying to register again. The HUD system occasionally generates this message and often if you register again, using the same email address, you will be successful the second time. This error may also occur if your work email address is too long. When your lending institutions email is very long, HUD recommends trying to register with a shorter personal email account (i.e. gmail, yahoo etc.)

If the application is rejected and the message is "ID is currently active" or "Reinstate not allowed by this process".

- You already have a User ID from a previous lending institution. Email <a href="mailto:CAIVRS\_Admin@hud.gov">CAIVRS\_Admin@hud.gov</a> and request your old User ID be terminated (refer to page 29). Or...
- You have attempted to register more than once. If you are a Coordinator email <a href="mailto:SFADMIN@hud.gov">SFADMIN@hud.gov</a> and request your current User ID be mailed to you or if you are a User contact your coordinator.



# If The Application Is Accepted

If the application is accepted: You should receive an e-mail, within 24-48 hours, stating that your request for a CAIVRS User ID was processed successfully.

From: sfadmin@hud.gov [mailto:sfadmin@hud.gov]

Sent: Thursday, November 17, 2011 6:35 PM

To: Jane Doe

Subject: CAIVRS ID

This is to inform Jane Doe that your request for a CAIVRS User ID was processed successfully

Your CAIVRS Application Coordinator ID will be mailed to the CEO of your organization

As stated in Mortgagee Letters 97-14 and 98-13, each FHA Connection user must obtain their own user ID. User IDs are NOT to be shared. Passwords should never be shared, displayed online or divulged publicly. They should not be given to third parties in telephone conversations, placed on office message boards, or left written on telephone message notes on unattended workstations. Using an FHA Connection user ID assigned to another person falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:

- (i) fines and imprisonment under 18 U.S.C. sections 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;
- (ii) civil penalties and damages under 31 U.S.C. section 3729 of not less than \$5,000 and not more than \$10,000 per violation, plus 3 times the amount of damages that the government sustains; and
  - (iii) administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30.

If you have any questions, please email us at sfadmin@hud.gov



# The Letter Is In The Mail

A letter containing your User ID will be sent from the FHA Connection security application to the CEO of the lender by U.S. Mail.

# This may take a week to ten days.

As part of HUD's security protocol User ID's can not be emailed.

Unfortunately, there is no way to expedite this process.

U.S. DEPARTMENT OF HUD 451 7\* ST SW, Room 2250 WASHIBGTON DC 20410

THE LITTLE GUY BANK
Ste 500
ATTN: CEO (FHA Connection)
8000 Centerview Pkwy
Cordov a TN 38018-4254

Dear Sir Qr Madam:

This is to inform you that an employee of your company has requested an Application Coordinator ID for the FHA
Connection. Below is information on the Application Coordinator functions, security, and the Application Coordinator's
rD.

Application Coordinator Name: JANE DOE User Name: XXX123

The Application Coordinator may view and update only those IDs which belong to the same organization as the Application Coordinator. The Following functions have been given to the Application Coordinator:

- A. ID look up of an employee by entering the employees name or fD.
- List all IDs assigned to the Application Coordinator's organization.
- List all IDs assigned to the Application Coordinator's organization that were issued after a given date.
- D. Grant and withdraw user authorizations for individual FHA Connection functions.
- E. Terminate individual user IDs assigned to the application Coordinator's organization. Application Coordinators must terminate all IDs immediately upon termination of employment.

Missuse of Federal Information at the FHA Connection Web site falls under the provisions of Title 18, United State Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Passwords should never be shared, displayed online or divulged publicly. They should not be given to third parties in telephone conversations, placed on office message boards, or left written on telephone message notes on unattended workstations. In order to change a password, users may use ID Maintenance.

Passwords should be changed at least every 21 calendar days (or sooner if you suspect that they have been compromised) and do not reuse them. Rapid retirement limits the usefulness of revealed passwords. If you have any problems with your password, contact your Homeownership Center (HOC).

Access and connection problems to the FHA Connection should be reported to the Department's User Assistance Group by calling SSS -297-S689 and selecting option 9 (they are unable to help with any other problems). For all 0 ther problems including password, application, and case problems, lenders should continue to contact their HOC.

FHA Connection users reaching the FHA Connection through ECHO or using ECHO's Connection Plus should call ECHO directly when experiencing difficulti es. ECHO can be reached at SSS-711-2500.



# If You Don't Receive Your Letter

If the CEO of your company has not received a message containing your Coordinators ID in the U.S. Mail within two weeks of your registration, send an e-mail to <a href="mailto:SFADMIN@hud.gov">SFADMIN@hud.gov</a>, advising them that you have not received your "Coordinator ID."

#### You must include:

- ➤Your name;
- ➤ Your social security number;
- ➤ The Lender's EIN number (tax id);

And they may ask for:

➤ Your mother's maiden name.

The FHA Connection help desk will assist you.



# **Once You Receive Your Letter**

**Step 2: Process to Submit CAIVRS Inquiries by a Coordinator** 

After a Coordinator ID has been issued, the following steps are to be followed by the Coordinator: Go to the "USING CAIVRS" page and select "Lender User Administration."

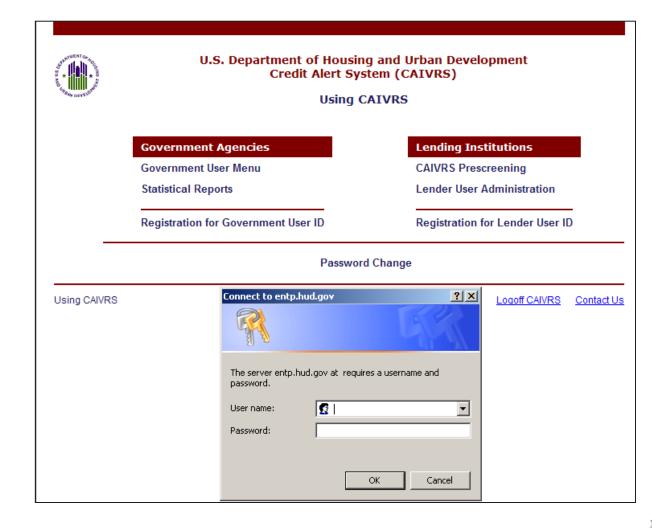
OF A STREET OF ROLL OF STREET	U.S. Department of Housing and Urban Development Credit Alert System (CAIVRS)  Using CAIVRS	
	Government Agencies	Lending Institutions
	Government User Menu	CAIVRS Prescreening
	Statistical Reports	Lender User Administration
	Registration for Government User ID	Registration for Lender User ID
•	Password Change	



# **Logging Into CAIVRS**

#### Login:

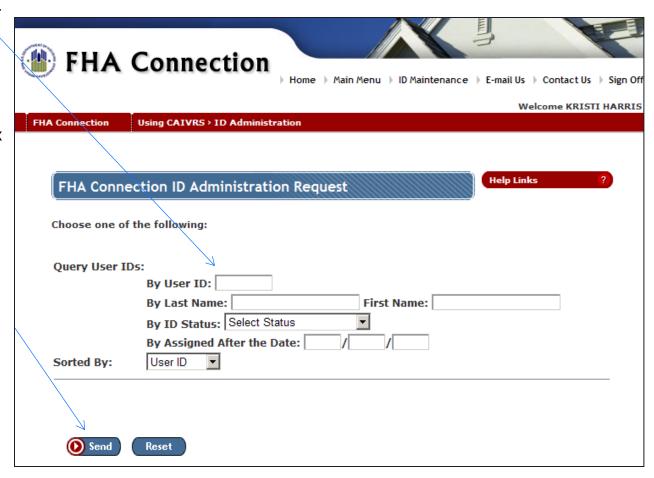
- Enter your User ID found in the letter that you received from FHA Connection into the User Name window;
- ➤ Enter the password that you chose when you registered into the **Password** window;
- ➤ Press **submit**.





# When The FHAC Lender User Administration Screen Appears:

- Enter your User ID into the window "User IDs;"
- > Press **send**.
- > When your profile page appears, find and verify that the box for CAIVRS Prescreening **Authorization has** been checked. (The **CAIVRS Prescreening** Authorization box will need to be checked for each user. including the Coordinator, before being authorized to perform a CAIVRS Prescreening.)
- \*Please note: You only need to verify your user id authorization this one time.

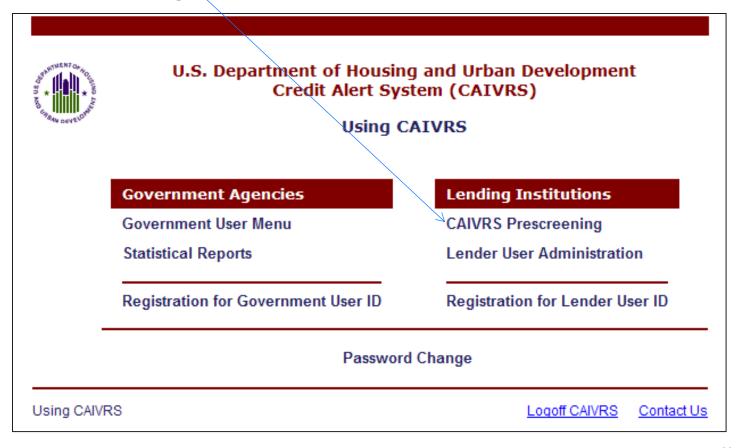




# **Pulling A CAIVRS Report**

#### **Return to the USING CAIVRS menu:**

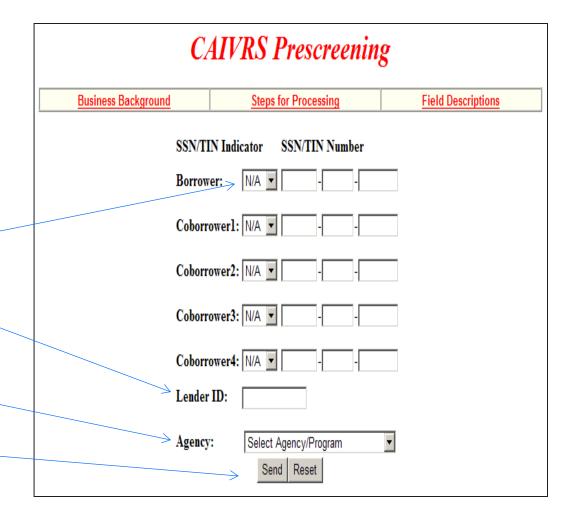
Select CAIVRS Prescreening option.





# **What To Enter To Receive A Report**

- ➤ Enter your **User ID** and **Password** into the "pop up box."
- ➤ CAIVRS Prescreening is where you enter the tax id numbers for the small businesses (EIN / TIN) and the owners/guarantors (SSN).
- Limit of 5 per inquiry screen.
- Remember to use the drop down box and choose either SSN or TIN
- Enter your Lender EIN number (tax id). (Do not enter any dashes or spaces in the EIN number.)
- For the **Agency**, select Small Business Administration.
- ➤ Press send.





## **How To Read The Results**

- If the applicant has <u>no</u> delinquent federal debt:
- If the applicant's SSN or EIN is **not** in the database, you will receive a clear confirmation code (the Authorization number).
- You will see the Authorization number on the right hand side, directly across from the SSN or EIN number you entered into the system.
- The line showing the Agency reporting the default, the case number of the defaulted debt, the type of delinquency (default, claim, foreclosure, lien or judgment) and a telephone number to call for further information or assistance **will be blank**.
- If the applicant <u>has</u> delinquent federal debt:
- If there **is a record** of default for the borrower whose SSN or EIN was entered, you will be given the name of the Agency reporting the default, the case number of the defaulted debt, the type of delinquency (default, claim, foreclosure, lien or judgment) and a telephone number to call for further information or assistance.
- \*To avoid typo errors causing a possible loss of your guarantee, please remember to verify that the SSN or EIN number shown on the report are the correct numbers for your applicant.



# What Do I Do With The CAIVRS Report

- If the report results show <u>no</u> delinquent federal debt:
- ➤ Print a copy and include it in your loan file.
- If the report results <u>do</u> show a delinquent federal debt:
- ➤ Print a copy for your loan file.
- ➤ Call the phone number shown on the report.
- \*Keep in mind, because you are not the applicant, the reporting agency will probably be reluctant to talk to you. Ask yes/no questions and you should get the information you need. (Is xxx-xx-xxxx a SSN? A EIN? Is the business Susie Q BBQ associated with this debt? Are any of the applicants Patel, Jones or Smith? Due to human error, it is possible to get a report that shows no debt / a debt when it shouldn't. When in doubt follow up with the agency not shown / shown. To verify prior SBA debt, your local district office should be able to check any questionable applicants in our CAFS system.
- ➤ Supply the information to the applicant.
- ➤ Have the applicant get the debt resolved.
- ➤ Have the applicant bring you verification, from the agency in question, that the debt has been satisfied.
- ➤ Keep the verification documents in your loan file.



# **Who To Contact Regarding A Delinquent SBA Loan**

The Little Rock Commercial Loan Service Center is the SBA contact regarding SBA loans that have been reported to CAIVRS. For each request, please email the following information (in this order) to: <a href="LRSC.CAIVRS@sba.gov">LRSC.CAIVRS@sba.gov</a>. This is a new process for their team and they ask that you allow 48 hours to review and process each request. You will be notified by email once a decision is made. The dedicated phone number for CAIVRS inquires is: (501) 296-3041

• NOTE; Per their policy, they are unable to create a username/password to open secure documents. Please use their secure link to send any attachments and choose "504 Liquidation" as the "Recipient".

http://www.sendthisfile.com/sendthisfile/custom.jsp?sendthisfilecode=CW2C5AGR9YlrLLRbT1GG9nqR

\*Please provide the following information for each request:

- 1. Name (person or business) reported to CAIVRS
- 2. Address
- 3. SSN, TIN, or EIN
- 4. Reason for request
- 5. Authorization if requested by third party
- 6. Documentation to support request (case number, settlement letter, etc.)
- 7. Person to contact if additional information is needed
- 8. Email to send response



# If Debt is Satisfied Can I Use My Delegated Authority

• If the Delinquent Federal Debt or Prior Loss to the Government is **fully** satisfied, the application can be processed **without a waiver** from the CFO or D/FA, **including** under a Lender's delegated authority. The Lender must document its file as to how the debt or loss has been fully satisfied.

#### • Waiver Requests:

- I. When there are **compelling** circumstances, the Lender may **send a written request for a waiver to the LGPC.** The Lender must **identify** the Delinquent Federal Debt or Prior Loss to the Government, **explain** the relationship of the Applicant to the individual or business causing the delinquency or prior loss and the circumstances justifying the waiver.
- II. For Delinquent Federal Debt, the SBA Chief Financial Officer (CFO) (who may only delegate this authority to the Deputy Chief Financial Officer) will make the final decision on the request.
- III. For Prior Loss to the Government, the D/FA or designee will make the final decision on the request.



# **How Do I Add Other Users**

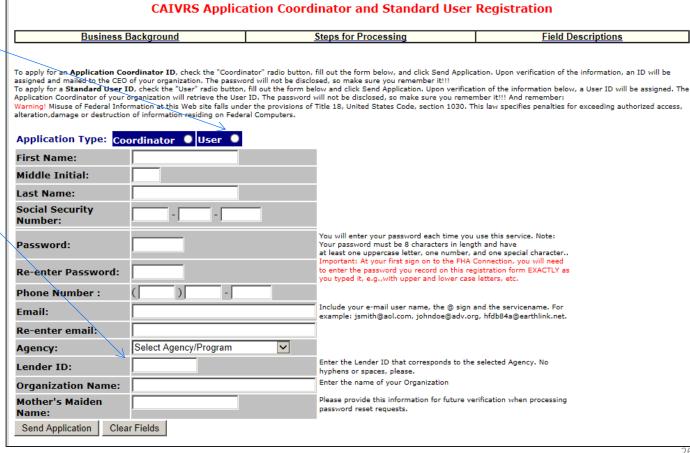
# Step 3: Process for Coordinator to Add Additional Lender Employees (Standard Users) to the CAIVRS System

#### **Employee Step:**

- Employee(s) goes to the "Using CAIVRS" main screen and click on "Registration for Lender User ID." For "application type," choose **User**.
- > Fill in all the requested information.
- Again, the Lender ID is the Lender EIN Number (no spaces or other additions).

#### Agency:

- > Select **Small Business Administration**.
- Organization Name:
- Lender's Name.
- Once completed, click on "Send Application" at the bottom of the screen. This is an overnight process.





## **How Do I Add Other Users**

#### **Coordinator Step:**

- No sooner than the following day, the coordinator must go to the USING CAIVRS page, and select <u>Lender User</u> Administration.
- Login by entering your User ID.

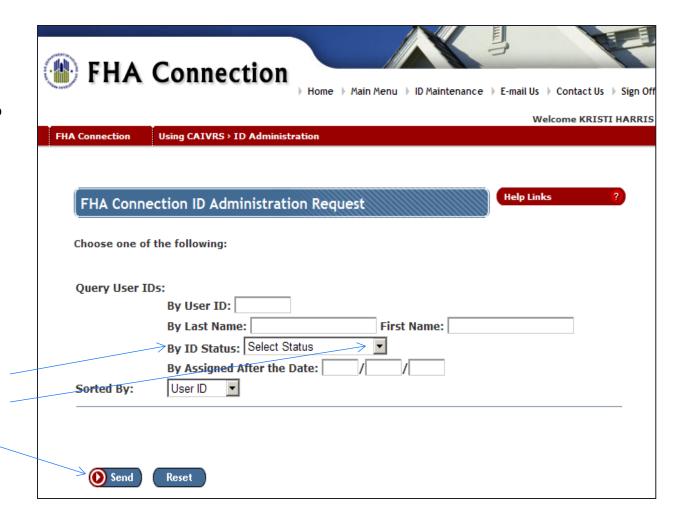
Enter your password.

Press **submit**.

- When the FHAC Lender User Administration screen appears:
- Select "By ID Status"
- Then select "All IDs"
- Press send

A list of IDs will appear.

Select each individual by clicking on the ID number





# **How Do I Add Other Users**

When an individual's profile page appears:

- > Assign a CAIVRS role (Standard User)
- > Find and check the box for <u>CAIVRS Prescreening Authorization</u>

(The <u>CAIVRS Prescreening Authorization</u> box will need to be checked for each user, including the Coordinator, before being authorized to perform a CAIVRS Prescreening.)

➤ Provide the system-issued user ID to each employee who has a registration request pending once the coordinator approves the employee to have access to CAIVRS.

**Note**: Coordinators must also **terminate the User ID of employees** who no longer need access to the FHA Connection. **If a coordinator is leaving the position**, it would be best for the current FHA Connection coordinator to go to "Lender User Administration" and change an existing employee's User ID from "Standard User" to "Coordinator" before the current coordinator leaves the position.

**Note:** When the current coordinator no longer needs access, the new coordinator must terminate the previous coordinator's User ID.



# **What To Do If:**

➤ If you change lending institutions, and **already have a user ID** for the previous lending institution, you must e-mail: <u>CAIVRS Admin@hud.gov</u> and have your current User ID terminated.

\*Remember to provide your old User ID or SSN, so HUD knows who you are.

You can then register for a new User ID using the new lending institution's **EIN number (tax ID).** You are not allowed to have more than one User ID.

If the coordinator leaves without choosing a new coordinator, and there are currently active users, you can request to have one of the current users changed to a coordinator. E-mail <a href="mailto:CAIVRS\_Admin@hud.gov">CAIVRS\_Admin@hud.gov</a>, tell them your situation and provide the User ID of the person to be the new coordinator.



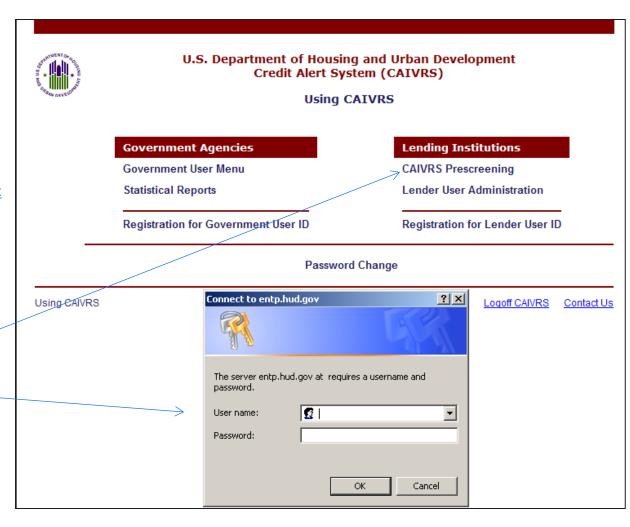
# **User Requests For A CAIVRS Report**

# Step 4: Process to Submit CAIVRS Inquiries by a Standard User

Once an FHA Connection User ID and Password has been issued to a Standard User, the Standard User then goes to:

https://entp.hud.gov/caivrs/public/home.html to submit CAIVRS inquiries.

- This will bring up the **USING CAIVRS** menu.
- Select CAIVRS Prescreening option.
- Enter your User ID and Password into the "pop up box."
- Then process a CAIVRS request the same way a coordinator does.





## **Passwords**

FHA Connection passwords are good for **21** days and <u>must be reset before they expire</u>. Passwords must be <u>exactly **8** characters, are case sensitive, and must contain <u>at least one uppercase letter</u>, one number and one special character.</u>

To reset your password, go to the "Using CAIVRS" screen. Choose "Lending Institutions." Then click on "Password Change."

After changing your password, reboot your PC. (PCs have a tendency to hold your old ID/Password, and the server that houses the FHA Connection security module sometimes takes 15 to 20 minutes to recycle. Make sure that you do not check the "Remember My Password" box.)

Coordinators have the authority to reset user passwords from the user id profile screen. Coordinators can reset passwords of FHA Connection Users if the User is locked out because it has been more than 21 days.

**Make your password easy to remember**. Since the HUD CAIVRS website does not remember past passwords, you are allowed to switch back and forth between two choices (i.e. Eewew1!!, Eewew2!!). You are given 3 tries to log-in before you are locked out of the system, so if you type carefully you shouldn't need to have your password reset.

Do not contact HUD or your Coordinator to ask what your password is, they don't know.

- ➤ **If you are a Coordinator** and need your password reset contact: <u>CAIVRS\_ADMIN@hud.gov</u> and they can reset your password to the last 6 digits of your SSN. You will be prompted to create a new password, once you are back in the system.
- ➤ **If you are a USER** contact your Coordinator to reset your password. The Coordinator can reset your password to the last 6 digits of your SSN. You will be prompted to create a new password, once you are back in the system.



# **Some Interesting CAIVRS Facts**

- CAIVRS may be accessed **Monday through Saturday, 8:00 a.m. to 10:00 p.m. US Eastern Standard Time**. CAIVRS is not available on Federal holidays. Access to the system is during limited hours because it requires mainframe access.
- Federal law prevents "delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees." CAIVRS provides a single repository of delinquent Federal debtor records with easy access through a variety of media for pre-screening applicants for Federal benefits. Most credit bureau reports do not identify insured debts as being delinquent Federal debts. By participating in CAIVRS, Federal lending agencies have ready access to an interdepartmental database of delinquent Federal debts that provide Federal financial managers with the information necessary to comply with the U.S. Code requirements.
- Since 1987, over 31 million borrowers have been pre-screened through CAIVRS. As a direct result of participating in CAIVRS, HUD
  alone has avoided over \$12 billion in potential claims and over \$4 billion in potential losses. USDA and VA have also realized
  significant claim and loss avoidance benefits. Additionally, participating Agencies have realized cash collections of delinquent
  debts on an annual average in excess of \$6 million.
- From a report published on 11/12/2011 by the U.S. Department of Housing and Urban Development regarding the Credit Alert Interactive Voice Response System (CAIVRS) for data through 10/2011.
- \* Over 79,071 lenders working on behalf of HUD and participating agencies have access to the system.
- \* Lenders use touch tone telephones and the web to access data base containing social security numbers (SSN's) for 3,335,320 borrowers from all participating agencies.
- - 469,732 borrowers currently in default on an FHA single family mortgage.
- - 455,416 borrowers who have had a claim paid on an FHA single family mortgage in the last three years.
- - 38,306 borrowers who have had a claim paid on a Title I loan in the last three years.
- \* Since implementation over 104.0 million FHA single family and Title I applicants' SSN's have been checked using the system. Less than 4% were matched with the credit alert data bases.
- \* Even so, CAIVRS has to date allowed the department to avoid \$193.8 billion in potential FHA single family claims and \$69.9 billion in potential losses. (3,877,001 potential Title II claims have been avoided and 34,785 potential Title I losses have been avoided.)



# **Informing the Applicant of the CAIVRS Referral**

#### Per SOP 50 10 5:

All Lenders must inform the Applicant that if the small business defaults on the SBA-guaranteed loan and SBA suffers a loss, the names of the small business and the guarantors of the SBA-guaranteed loan will be referred for listing in the CAIVRS database, which may affect their eligibility for further financial assistance.

The SBA has no official form you are required to use, when informing the applicant(s).

It is suggest you add the language to your "Borrower Certification" form.





# **QUESTIONS?**

Contact:
Kristi Jo Harris
(916) 735-1996
Kristi.Harris@sba.gov

# **Lender Relations Contacts**

Ken Luis 818-552-3222 <u>Kenneth.luis@sba.gov</u>

Rick Haney 304-623-7449 <u>Richard.haney@sba.gov</u>

Leo Lopez 304-347-5220 <u>Leo.lopez@sba.gov</u>

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